

# BLISWORTH PARISH COUNCIL

Address: 48 Pond Bank, Blisworth, Northamptonshire, NN7 3EL

Email: [blisworthparishcouncil@gmail.com](mailto:blisworthparishcouncil@gmail.com)

Website: <https://parish.blisworthvillage.org>

Minutes of the **Annual** meeting of **Blisworth Parish Council** held in Blisworth Village Hall on **Monday 9th May 2022** at **7.30 pm.**

**Present:**

Cllr S Billing, Chairman  
Cllr Hawkins  
Cllr D Wilson  
Cllr C Gardner  
Cllr C Read MBE  
District Cllr Cooper

**Also present:**

Angela Billing, Parish Clerk  
8 Members of the public

		Action
1.	Election of Chairman and Declaration of Acceptance of Office. Cllr Stephen Billing was proposed as Chairman for 2022/23, all in favour. Cllr Billing was duly elected Chairman. Cllr Billing signed the Declaration of Acceptance of Office at the end of the meeting, in the presence of the Clerk.	
2.	Election of Vice Chairman. Deferred. Agreement for candidate to stand was not received.	
3.	Co-option of Parish Councillors. Belinda Brown was co-opted to Blisworth Parish Council, all in favour. Belinda Brown signed the Declaration of Acceptance of Office and the Register of Interests at the end of the meeting, in the presence of the Clerk. Clerk to submit to WNC Monitoring Officer.	Clerk
4.	To receive apologies. Apologies received from Cllr Field and Vice-Chairman Cllr Bunker. The Council resolved to accept the apologies.	
5.	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate. None received.	
6.	To receive and approve for signature, the minutes of the Ordinary meeting held on 4th April 2022. Approved.	
7.	To note any matters arising from the minutes not included on the agenda for report only. None noted.	
8.	Correspondence. Noted on Clerk's report (circulated ahead of the meeting).	
9.	Clerk's report circulated separately. Noted.	
10.	Queen's Jubilee Discussion and Update: <ul style="list-style-type: none"> <li>a. Proposal for commemorative tree and a plaque. Update from Clerk. Resolve to approve approach for purchase of tree, guard and plaque. Resolved to order tree for November planting and the plaque. Clerk to obtain further quotes for a larger tree guard.</li> <li>b. Events Working Group Update Resolve to approve:                             <ul style="list-style-type: none"> <li>(i) Details of planned activities. Approved</li> <li>(ii) Details of Risk Assessments, Health &amp; Safety and Insurance requirements. Resolved to approve the Risk Assessments <u>subject to</u>:                                     <ul style="list-style-type: none"> <li>1. Written confirmation from Highways for approval for the road closures for the Parade.</li> </ul> </li> </ul> </li> </ul>	Clerk

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	<p>2. Compliance with all the regulations stipulated by Highways for the road closures during the Parade.</p> <p>3. Venue for the Fete and route for the Parade checked on the day of the event and amendments to the Risk Assessment noted and signed by event organisers and by Cllr Gardner on behalf of the Council.</p> <p>(iii) Position regarding insurance for the Queen’s Love of Gardens - Open Gardens Event (04/04/22), following update from the Councils insurers. Notification sent, ahead of the meeting, that the Council’s insurance company, BHIB will not provide insurance cover for Open Garden events. The Queen’s Love of Gardens - Open Gardens Event (04/04/22) will therefore be covered by the Village Hall’s insurance and public liability for the 1950’s style café event and by the Blisworth Friendship Group’s insurance and public liability for the Open Gardens event.</p> <p>(iv) Finalise the financial plan and any additional funding requirements. Resolved to approve Financial Plan. Approved to the amount of £700.00.</p>	
11.	<p>Correspondence from social media: Update from Cllr Read. Report circulated separately ahead of the meeting. Cllr Read reported that the most significant post has been the message on 5 May regarding the Knock Lane Road Closure which has had a post reach of 1495 people and a reach of 424 people. 179 residents following the page (2 new in the last 28 days) and there have been 588 engagements between 3 April and 7 May 2022.</p>	
12.	<p>Report on data from SID devices (Towcester and Stoke Road): Update from Cllr Read. Report circulated separately ahead of the meeting.</p> <p><b>Stoke Road</b> Number of Vehicles: Incoming 38,715, 85% speed 36mph with highest speed 68mph. Number of Vehicles Outgoing 50,082, 85% Speed 38mph with outgoing highest speed 69mph</p> <p><b>Towcester Road</b> Number of Vehicles Incoming 82,287, 85% Speed 43mph with highest speed 97mph. Number of Vehicles Outgoing 115,692, 85% speed 43mph with highest speed 100mph.</p> <p>When the Police van was on Towcester Road (afternoon of 07.04.22) records show there was a clear drop of 10mph which ceased as soon as the van left. Both cameras are picking up excessive speeding on village roads and considering the high volume of traffic movements through the village, we are exposed to significant risk. The data has been shared with Northamptonshire Police who highlighted the lack of traffic enforcement resources across the county. Cllr Read proposed moving The Stoke Road traffic monitoring device to High Street the weekend prior to the next meeting after another full month of data had been collected in Stoke Road. Agreed.</p>	
13.	<p>Police &amp; Neighbourhood Watch Scheme: Update from Cllr Read. Report circulated separately ahead of the meeting. 17 crimes were reported in Blisworth Parish. Two of the public order offences related to youths on the playing fields. The police highlighted that the barrier gate was open overnight on the playing fields and the police have requested that the users of the field try and make the area more secure. Cllr Read is sharing relevant alerts with the village community via the Parish Council Facebook page. A theft of tools from a vehicle parked on Connegar Leys, Blisworth, was recorded. Suspects were seen driving a dark estate type vehicle (between 10:30pm and 11pm on Tuesday 12th April 2022). Cllr Read has posted the details of the incident number and contact details if residents have any information to help the Police.</p> <p>The Police have identified their Locally Identified Priorities for Jan - Mar 2022 as Road Safety, Drugs and Acquisitive Crime. Cllr Read emphasised the need for all residents to contribute to the current priorities survey for South Northants on this link:</p>	

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	<p><a href="https://www.surveymonkey.co.uk/r/NorthantsLocalPriorities">https://www.surveymonkey.co.uk/r/NorthantsLocalPriorities</a> if we wish to keep Road Safety firmly on the Police priorities. The local Police are also happy to arrange a drop-in surgery in Blisworth if there is a suitable location and if it is something that may be of interest to the community. Cllr Read suggested that the Council align this to the Councillor Surgery in June, if possible, at the Blisworth Baptist Church. Agreed.</p>	
14.	<p>Resolve to renew the Council's insurance (renewal date 1 June 2022). Resolved to renew Council's insurance with BHIB. The option for a 3-year contract including 1-year membership to Parish Online was the lowest quote.</p>	Clerk
15.	<p>Resolve to approve the purpose of £250 s137 Grant to Blisworth Friendship Group (agreed on 26 April 2021, Minute Point: 29) from a coach trip to a boat trip subject to submission of an invoice. Approved subject to submission of an invoice and the trip taking place within this financial year.</p>	Clerk
16.	<p>Resolve to discuss and agree process and budget for the purchase of soil and plants for the village planters. Agreed to the amount of £70.00.</p>	
17.	<p>Gateway Grant Update: Cllr Wilson attended the quarterly meeting in April 2022. The planning application approval to allow one unit to change to a 3-floor building may set a precedent for other commercial units which will impact on the visibility of the units from the village. The original planning application stated ground floor only units which would have been hidden by trees. The by-pass around Roade has begun and current plans include building a path behind the war memorial (which will run parallel to the A508) and allow walkers and cyclists to view the memorial. Plans to restrict access of commercial vehicles into the village include the installation of a physical barrier to extend from the Courteenhall Estate turning to the Courteenhall village/Quinton turning. Traffic exiting Courteenhall Road from Blisworth will only be able to turn left. Traffic heading towards Roade on the A508 will not be able to turn right into the Courteenhall Road leading into Blisworth.</p>	
18.	<p>Resolve to undertake community walk with Gigaclear Project Delivery Lead and appoint a councillor to take on this responsibility. No specific date has been provided by Gigaclear, as yet. Resolved to appoint Cllr Wilson to meet with Gigaclear for the community walk, depending on the date provided by Gigaclear. The Clerk and Cllr Read to post a notice on Facebook and the BPC website to ask residents to notify the council of their comments/concerns regarding the works.</p>	Cllr Wilson Cllr Read Clerk
19.	<p>Discuss Gateway Rail Freight Interchange – discuss response to new proposed planning application. The new planning application will allow commercial units to begin trading ahead of the completion of the rail/freight interchange thereby increasing the volume of traffic on local roads. The original planning application was agreed by the Secretary of State because it was stated that there would be a strategic value of a Rail Freight Interchange to reduce traffic on the roads. Cllr Read proposed submitting the following questions:</p> <ol style="list-style-type: none"> <li>1. How will SEGRO ensure that HGV traffic is not increased through Blisworth village? This additional traffic flow damages historic buildings in the conservation area and causes a hazard to residents using pathways through village routes.</li> <li>2. How will SEGRO ensure that when tenants occupy the warehousing that the distribution will be moved to rail freight in the future, i.e. what is stopping occupants from never moving freight onto rail?</li> <li>3. What mitigation will be put in place to prevent traffic routing through Blisworth village in the event of a traffic / highways issue on the A43, A508 or M1? We see HGV traffic backing up through the village already when this occurs.</li> <li>4. Why was the programme of development not aligned with Network Rail prior to the development starting. Surely this was a risk SEGRO accepted starting the development and these impacts should be borne by the developer who was fully aware of the planning restrictions prior to commencing with the development?</li> </ol>	

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	<p>5. With early occupation enabling SEGRO to gain income from the development ahead of the permitted occupation date, how will this benefit be shared with local parishes to compensate for the considerable impacts of air pollution, noise pollution, pedestrian hazards caused by increased HGV traffic flows and impact on local highways this will cause. This is considering the mitigation of the rail distribution will be unavailable and there is no confirmed programme in place with Network rail to complete this. Cllr Wilson and Cllr Gardner volunteered to attend the informal meetings to be held on 12 May 2022 and the 13 May 2022 to determine SERGO's plans.</p>	
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20.	<p><b>Finance &amp; Administration</b></p> <p>a. Banking Issues:</p> <ul style="list-style-type: none"> <li>i. Banking Mandate. NatWest confirmed via email that Cllr Gardner and Cllr Field were now signatories on the account.</li> <li>ii. Bank reconciliation to 31/03/2022 to close end of year accounts for 2021/2022, circulated separately prior to meeting. Bank reconciliation as of 31 March 2022 checked by Vice-Chairman Cllr Bunker and signed by the Chairman.</li> <li>iii. Resolve to transfer £10,000.00 to Business Reserve Account. Agreed.              Play Area £2,000.00 - for purchase of new equipment and/or for emergency repair              Cemetery £2,000.00 - Build Reserve for unexpected large expenditure              Capital Projects £3,000.00 - Build Reserve for Capital Projects              Lighting £3,000.00 - Long term depreciation Reserve towards replacement lights.</li> <li>iv. Resolve to contact NatWest and cancel uncashed cheques from 2021/2022 Accounts as per advice from internal auditor (NCALC). Agreed.              Chq no. 2739 Issued 11/02/19 - £30.00              Chq no. 3016 Issued 07/06/21 - £0.50 (50p added to Chq No. 2886)              Chq no. 2869 Issued 04/10/21 - £17.50</li> </ul> <p>b. To note receipts and approve the following payments and any others that arrive after publication of the agenda: It was noted that one invoice had been received after the publication of the agenda from NEAT for Ambulance/First Aid Cover for Jubilee Event - 05/06/2022 for the amount of £135.00.</p>	Clerk
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### RECEIPTS

Date	Payee	Detail	Amount
31/03/2022	NatWest	Interest	£0.23*
			*BR Account

### PAYMENTS

**BLISWORTH PARISH COUNCIL**

<b>Invoice</b>	<b>PAYEE</b>	<b>PURPOSE</b>	<b>CHQ/DD</b>	<b>Total Amount Including VAT</b>	<b>VAT</b>	<b>Amount Excluding VAT</b>
00022157	Shire Lumsden Ltd	1000 R&A Leaflets	Chq	130.00	0.00	130.00
014	Alan North	R&A Iss. 141 April - May 2022	Chq	62.00	0.00	62.00
7494	Complete Ground Management Ltd	Tree works at Closed Cemetery	Chq	1,080.00	180.00	900.00
WNFP00015417	A Billing	Temporary Events Notice for Queen's Jubilee Celebrations	Chq	21.00	0.00	21.00
	A Billing - Salary	Clerk's Salary April 2022	Chq	733.50	0.00	733.50
	A Billing - Expenses	Clerk's Expenses for April 2022	Chq	31.15	0.00	31.15
8833289	Viking Raja Group	Toner Brother TN-2410 Ink Cartridge PG540/541 PK 100 Plastic Wallets	Chq	101.70	16.95	84.75
4059	N&P Garden Services	Grass Cut inclu Eastfield Park w/c 11/4/22 £615.00 & w/c 25/4/22 £615.00 Plus £5.00 cheque fee	Chq	1,482.00	247.00	1,235.00
02/05/2022 3030859419	IONOS	Website Fee	DD	10.80	1.80	9.00
March 2022	SSE	Electricity Supply 02.03.2022 - 01.04.2022	DD	106.36	5.06	101.30
	Waves	Water Supply	DD	88.00	0.00	88.00
INV0008*	National Emergency Aid Team (NEAT)	Ambulance/First Aid Cover for Jubilee Event - 05/06/2022	Chq	135.00	0.00	135.00
				<b>3981.51</b>	<b>450.81</b>	<b>3530.70</b>

21.	Reappoint Internal Control Councillor. Deferred.	
22.	Resolve to renew the Human Resources Committee Terms of Reference and resolve to reappoint committee members. Resolved to approve Terms of Reference. Resolved to reappoint Cllr Wilson and Cllr Gardner. Cllr Bunker is currently on the HR Committee but was not present and did not confirm that he wanted to continue on the Committee. Deferred to June meeting.	
23.	Resolve to reappoint the Police Liaison Representative. Resolved to reappoint Cllr Read.	
24.	Resolve to renew the Events Working Group members. Resolved to reappoint: Cllr Gardner, Cllr Field and Cllr Hawkins and (Paulette Kennedy, Ann North, Anne Goss and Tony Hillier as volunteers). Confirmation of permission to publish names received 06.06.2022.	
25.	To resolve to agree membership of NCALC for 2022/23 Membership - £629.70 Internal Audit Service - £285.00 + VAT	

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	<p>Data Protection Officer - £10.00 + VAT Total: £924.70. Agreed</p> <p>To resolve to appoint Northants CALC DPO Service as the Council's Data Protection Officer. Agreed.</p> <p>To resolve to agree the Calendar of Meetings of the Council for the year 2022/23 as the first Monday of each month where possible. Agreed.</p> <p>To resolve to agree arrangements for dealing with Planning Applications Clerk to check WNC Planning Application website and circulate planning applications as soon as possible. An extension to be obtained if necessary and response from consultation to be made immediately after next meeting. Agreed.</p>	
26.	<p>To approve and readopt/adopt the following policies: BPC s137 Grants Policy and Form BPC Media Request for Information Policy BPC Social Media Policy BPC Data Breach Policy BPC Equality and Diversity Policy BPC Records Retention Policy BPC Subject Access Request Procedure BPC Grievance Policy Code of Conduct GDPR-Councillor-Resignation-Checklist Above policies had been circulated ahead of the meeting and were all agreed for readoption/adoption.</p>	
27.	<p>Resolve to agree the purchase of Litter Citizen certificates for Blisworth School as part of the Litter Group's Litter Campaign (£30.00 for 200 certificates). Agreed.</p>	

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28.	Planning & Development.		
	<b>Application &amp; Date Comments Due</b>	<b>Location</b>	<b>Description</b>
	WNS/2022/0742/DCOR  <b>For information only</b>	NGRFI Land west of M1-J15	Requirement 25(1) - Contamination Risk relevant to works Nos 15, 16 and 17 (Highways Works) [Approval of details pursuant to Schedule 2 Requirement of The Northampton Gateway Rail Freight Interchange Order 2019]
	WNS/2022/0820/FUL  Comments by 19 May 2022	Oakwood Farm House Towcester Road Blisworth NN7 3DL	Variation of condition 5 (private use of ménage) and the removal of condition 6 (lighting) of S/2018/2275/FUL (Change of use of land from agriculture and the provision of a riding ménage and horse walker) Require permission to be granted for the use of the ménage by third party resident horses/liveries and the installation of external lighting to enable the use of the ménage after dark in the winter months.
	WNS/2022/0819/MAF  Comments by 19 May 2022	Stables at Oakwood Farm House Towcester Road Blisworth NN7 3DL	Change of use of agricultural land to graze a small number of horses and subsequently request the change of use of stables to accommodate non private use
<p>Chairman Billing suspended Standing Orders at this point to gain opinion of members of the public. Resolved to object to planning application WNS/2022/0820/FUL and WNS/2022/0819/MAF. Cllr Read to draft objection and pass onto Clerk for submission.</p>			

29.	<p>Chairman resumed Standing Orders.</p> <p>Village Maintenance &amp; Open Spaces:</p> <ul style="list-style-type: none"> <li>a. Play area: <ul style="list-style-type: none"> <li>i. Monthly safety inspection report: Update from Cllr Wilson. No issues noted.</li> <li>ii. Resolve to confirm purchase options order for signage and position of new signage. Resolve to purchase two signs and to position one on the gate and one on the posts to replace the old signs.</li> <li>iii. Resolve to agree the proposed plan for new play equipment at Eastfield Play Area in Blisworth. Resolved that Cllr Wilson would meet with Wicksteed representative to discuss the proposed plan and agree amendments.</li> </ul> </li> <li>b. Defibrillator: Confirmation of satisfactory checks and any issues. Cllr Read confirmed that the monthly check had been undertaken – No issues noted.</li> <li>c. Allotments &amp; Closed cemetery: Please note late quote for repairs to Closed Cemetery wall (received on 24/04/2022 for £1,432.10 (£238.68 VAT) for your information only). Chairman Billing noted that another quote for the repairs to the Closed Cemetery wall had come too late for consideration and that it more expensive than the agreed quote at the April 2022 meeting. Work on the Closed Cemetery wall to begin 11/05/2022. Chairman noted that the Allotment Risk Assessments were being distributed to all allotment holders along with invoices for 2022/2023 rent. Chairman to submit quotes for works to the allotments to Cllr Read to pursue grants/funding.</li> </ul>	<p>Clerk</p> <p>Cllr Wilson</p> <p>Chairman Billing</p> <p>Cllr Read</p>
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30.	Resolve to approve the updated Asset Register for April 2022. Agreed.	
31.	Resolve to approve recruitment poster designs, wording and printing budget. Resolved to approve £32.00 for the printing budget (A4 colour posters to be distributed around the village and on social media).	Clerk
32.	Councillor Surgery – Resolve to agree on a representative from the Council for May. Chairman Billing volunteered to attend the May Councillor Surgery.	Chairman Billing
33.	Resolve to approve training for new councillor. Off to a Flying Start - £44.00. Agreed.	Clerk
34.	Public Session: a. District Councillor Report. The Chairman read District Cllr Cooper’s report.  b. Members of the public. A representative from the ABILITY Community Transport group, (a local community bus service which aims to reduce isolation and loneliness in rural areas) asked the Council for help to publicise its services. The group have already aided the Blisworth Friendship Group by providing free transport, in addition to providing help with grant applications.	
35.	Response to issues raised in the public session. Chairman suggested that Ability deliver leaflets to the Clerk for dispersal around the village notice boards and at key venues.	Clerk
36.	Resolve to approve approach to the request for a 25-year lease of allotment land from Blisworth Football Club Limited. The Chairman suspended Standing Orders so that the Council could gain further insight from a representative of Blisworth Football Club Limited. Cllr Read stated that the legal position regarding the extent of the land and the legalities regarding the usage of the land would first have to be established to ensure that the Council could legally agree to a 25-year lease of allotment land. The Chairman explained that the Council could not use public money to pay for legal costs on behalf of a private organisation. The representative agreed that the Football Club would pay for legal costs. It was resolved that the Clerk will contact NCALC for advice about legal representation.	Clerk
37.	To agree the date of next meeting <b>Monday, 6th June 2022</b> at 7.30pm. Agreed.	
38.	Close. The meeting closed at 9:30 pm.	

**Signed:**

**Chairman..... Date: 06.06.2022**

**Please contact the Clerk for a copy of the signed minutes.**